



Advent **eModal**[®]

A Resource Guide

In this guide you will find information about:

- [Using the Containers Watchlist](#)
- [Using the Bookings Watchlist](#)
- [Claiming a Booking](#)
- [Group Codes Watchlist](#)
- [Scheduling a Pregate](#)
- [Watchlist tips – Custom View and Notifications](#)
- [Using the Vessel Schedule](#)
- [Paying Fees](#)

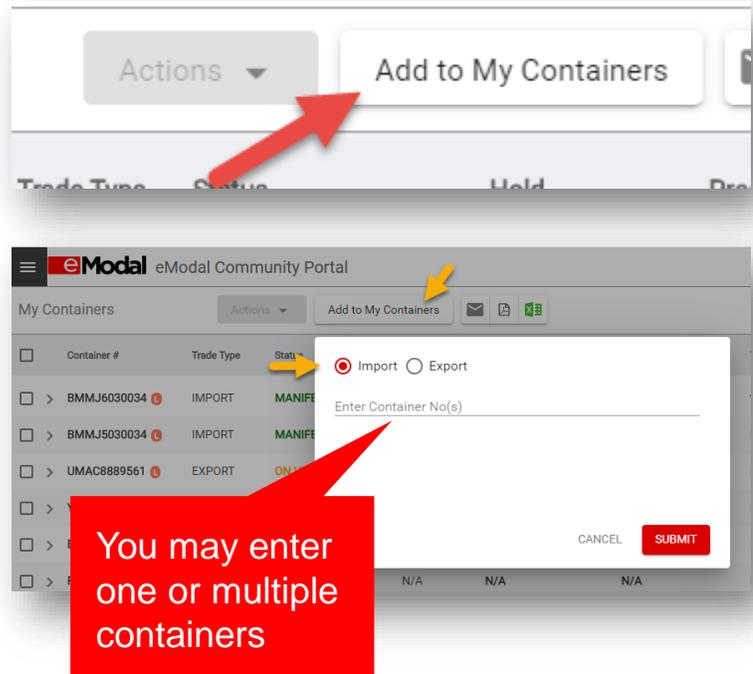
Version date: October 2020

Add Containers to the Containers Watchlist

Navigate to the Containers page from the Community Portal left side menu and select Add to My Containers at the top of the screen.

Choose whether it is an Import or Export container and add the container number. In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field.

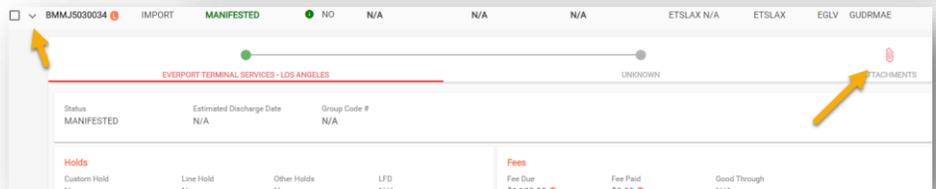
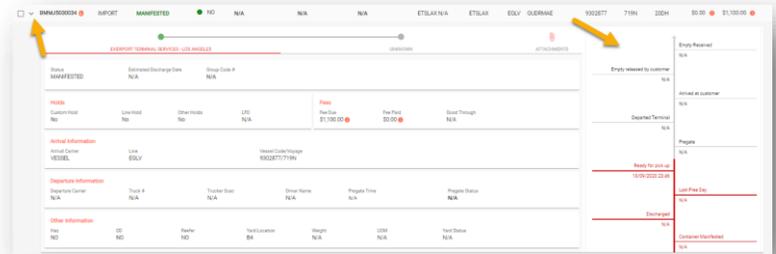
Click Submit.



Container Details

Container information and Lifecycle are displayed by clicking the expand icon next to Container #. The timeline representation of the container journey is now displayed in container details.

You are now able to **attach** supporting documents/images to the container from the container details section.



You will be able to **view/pay fees** for the container by clicking on the orange (i) icon next to Fees Due, and then the Pay Now button.

I Code	Voyage	Size Type	Fee Paid	Fee Due
	N/A	40DH	N/A	N/A
279	075W	40RH	\$300.00 (i)	\$0.00

Add a Booking to the Bookings Watchlist

Navigate to the Bookings page from the left side menu and select "Add Bookings" at the top of the screen.

In the Booking Number field, you can enter one or multiple booking numbers. If you have a list of bookings, simply copy and paste the list into this field.

Click Submit.

Add a Booking to the Bookings Watchlist

Booking information is displayed as Booking info and Equipment by clicking the expand icon next to Booking #.

Size Type	Hazmat	Booked	Issued	Received
40RH	NO	40	N/A	1
Total		40	N/A	1

Booking information will display Fees due and Fees paid columns by clicking on the Equipment number. Users will be able to view/pay fees for the Export container attached to booking by clicking on the orange (i) icon and then the Pay now button.

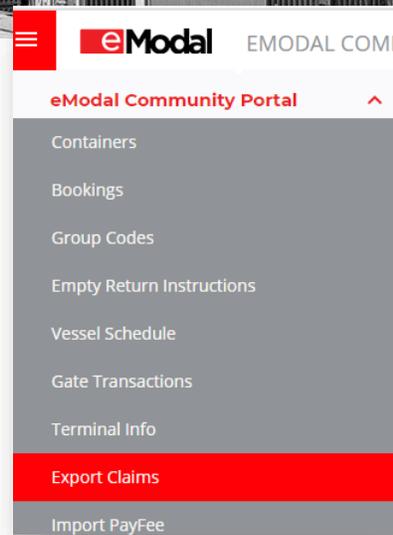
Booking #	Status	Line	Vessel	Voyage	Lloyds#	Last Updated
TEGFH001	FOUND	ONE	N/A	075W	9463279	10/07/2020 15:26

Container #	Status	Pregate#	Size Type	Current Loc	Origin	Dest	Line	Fee Due	Fee Paid	Haz	Reef	OD	Last Updated
FCCD3321180	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$500.00	\$0.00	NO	NO	NO	10/07/2020 14:59
FCCD3021180	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$0.00	\$300.00	NO	NO	NO	10/07/2020 14:59
FCCD3121180	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$0.00	\$200.00	NO	NO	NO	10/07/2020 14:59
BCVR2255889	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$0.00	\$500.00	NO	NO	NO	10/07/2020 14:59
BCVR3021180	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$0.00	\$300.00	NO	NO	NO	10/07/2020 14:59
BCVR3121180	GATE IN	N/A	40RH	TRPOAK	N/A	TRPOAK ONEY		\$200.00	\$0.00	NO	NO	NO	10/07/2020 14:59

Claim a Booking - Export Claims

The Export Claims menu item allows users to Claim the booking.

You will now add the booking in the **Export claim** and click on the Claim Booking button to claim the booking.



Export claims have columns defined as Booking, Status, Claimed By, Terminal, Line, Vessel, Voyage, Date Added, and an option to remove the booking.

The screenshot shows the 'EXPORT CLAIMS' page in the eModal Community Portal. A table lists bookings with columns for Booking, Status, Claimed By, Terminal, Line, Vessel, Voyage, Date Added, and Remove. An arrow points to the 'Claim Booking' button.

Booking	Status	Claimed By	Terminal	Line	Vessel	Voyage	Date Added	Remove
TEGFH001	RELEASED	XXXXXXXX	TRPOAK	ONE	9463279	075W	09 Oct 2020 08:10	
041761972	FOUND		ETSTIW	EGL	9300439	0019-086W	07 Jul 2020 12:35	
041762002	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	

The screenshot shows the 'EXPORT CLAIMS' page in the eModal Community Portal. A table lists bookings with columns for Booking, Status, Claimed By, Terminal, Line, Vessel, Voyage, Date Added, and Remove. An arrow points to the 'Claim Booking' button.

Booking	Status	Claimed By	Terminal	Line	Vessel	Voyage	Date Added	Remove
TEGFH001	RELEASED	XXXXXXXX	TRPOAK	ONE	9463279	075W	09 Oct 2020 08:10	
041761972	FOUND		ETSTIW	EGL	9300439	0019-086W	07 Jul 2020 12:35	
041762002	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
2640329070	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
2640329070	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
041588302	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
8021661200	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
8021661200	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	
ZIMUSEA900942	FOUND		ETSTIW	EGL	9300439	0019-086W	06 Jul 2020 19:29	

The screenshot shows the 'Claim Export Booking' dialog box. It contains fields for 'Select Terminal', 'Select Company', and 'Enter Booking Number(s)'. There is also a 'Download Template' button and a disclaimer.

Once the booking is claimed, you will go to **Export Payfee** and Claimed Fees Due will be automatically displayed.



The screenshot shows the 'CLAIMED FEES DUE' page in the eModal Community Portal. A table lists claimed fees due with columns for Company Name, Line, Booking, Container, Fees, Date By, and Amount. An arrow points to the 'Add to Cart' button.

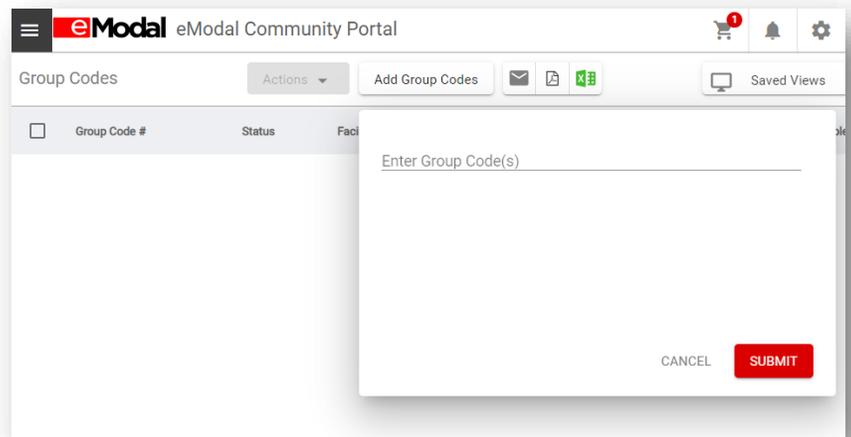
Company Name	Line	Booking	Container	Fees	Date By	Amount	Action
Western Logistics	ONE	UTMF4090	USAT272180	Export Gate Fee	2020-07-16	300.00	Add to Cart
Western Logistics	ONE	UTMF4090	USAT302180	Export Gate Fee	2020-07-16	300.00	Add to Cart
Western Logistics	ONE	UTMF4090	USAT302180	Export Gate Fee	2020-07-16	200.00	Add to Cart
Western Logistics	ONE	UTMF4090	USAT302180	Export Gate Fee	2020-07-16	500.00	Add to Cart
Western Logistics	ONE	UTMF4090	USAT502180	Export Gate Fee	2020-07-16	200.00	Add to Cart

Add a Group Code Number to the Group Codes Watchlist

Navigate to the Group Codes page from the left side menu and select Add Group Codes at the top of the screen.

In the Group Code field, you can enter one or multiple Group Codes. If you have a list of bookings, simply copy and paste the list into this field.

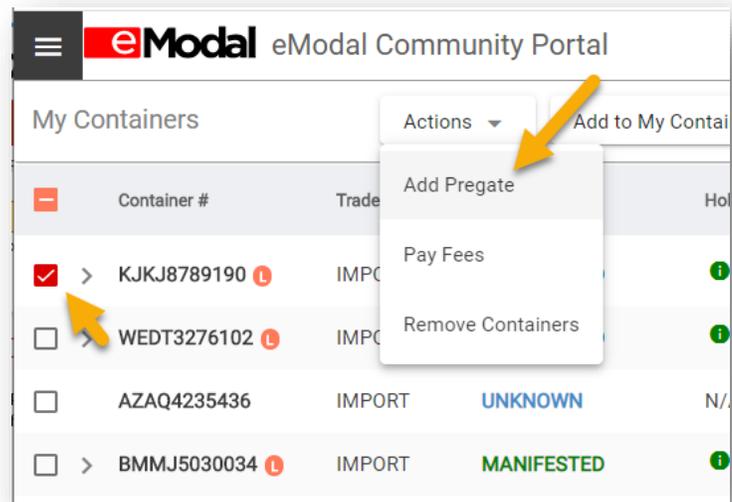
Click Submit.



The screenshot shows the 'eModal Community Portal' interface. At the top, there's a navigation bar with the eModal logo and 'eModal Community Portal' text. Below it, a 'Group Codes' section has an 'Actions' dropdown menu and an 'Add Group Codes' button. A modal window is displayed in the foreground, containing a text input field with the placeholder 'Enter Group Code(s)'. At the bottom of the modal, there are two buttons: 'CANCEL' and 'SUBMIT'.

Schedule a Pregate from Any Watchlist

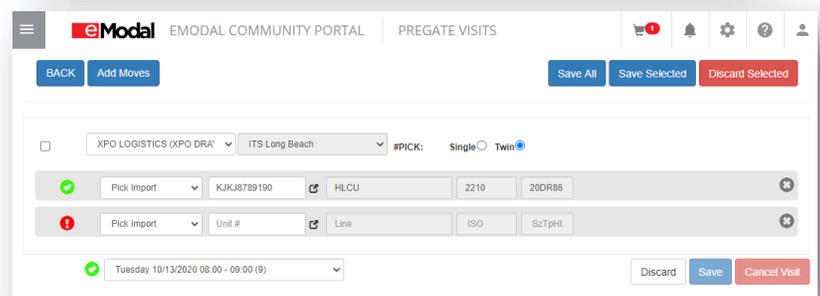
Select one or multiple containers, bookings or using the left side check boxes, select that Actions drop-down menu at the top, and click Add Pregate. You will be brought to the Pregate page.



The screenshot shows the 'eModal Community Portal' interface. The main content area is titled 'My Containers' and displays a table with columns for 'Container #', 'Trade', and 'Status'. The first row has a checked checkbox, a container number 'KJKJ8789190', and a status 'IMP'. A mouse cursor is pointing at the 'Add Pregate' option in the 'Actions' dropdown menu. Other options in the dropdown include 'Pay Fees' and 'Remove Containers'.

Enter Pregate information and, if appropriate, Appointment Time and select Save.

Note: Using the radio button, you may select a single or twin pick.



The screenshot shows the 'eModal Community Portal' interface. The main content area is titled 'PREGATE VISITS'. At the top, there are buttons for 'BACK', 'Add Moves', 'Save All', 'Save Selected', and 'Discard Selected'. Below these, there's a form with a dropdown menu for 'XPO LOGISTICS (XPO DRA)', a text input for 'ITS Long Beach', and a radio button for '#PICK: Single or Twin'. There are also buttons for 'Discard', 'Save', and 'Cancel Visit'.

Create Pregate

Pregates may also be scheduled directly from the Create Pregate screen.

From the page, select the Move Type and enter the numbers you wish to add a pregate for. Multiple numbers may be entered.

Note: When creating multiple pregates, you may also use a template. Download the template, add the information, and upload it using this screen.

Add Moves

Trucking Company: XPO LOGISTICS (XPO DRAVAGE INC D/B/A) Terminal: Everport Terminal Services - Los Angeles

PICK IMPORT DROP EXPORT PICK EMPTY DROP EMPTY

By Container #

By Group Code

Enter comma separated values or one value per line

Container Numbers

One item added per entered container number

File Input

Choose File No file chosen

First row must contain column headers. Eg: Container_Num

Download Template

Submit Cancel

eModal EMODAL COMMUNITY PORTAL PREGATE VISITS

PreGate Moves Add Moves Save All Save Selected Discard

Trucking Company: XPO LOGISTICS (XPO DRA) Terminal: Everport Terminal Services - I

#DROP: None Single Twin

#PICK: None Single Twin

Reference #	Unit #	Slot	Pin
WEDR1029802	EGLV	2201	20DR05

Plate Driver first name Driver last name Monday 10/12/2020 12:30 - 13:30 (680) Discard Save

Add the required information and select Save.

Note: Using the radio button, you may schedule both the Drop and Pick as well as Single or Twin.

Change an Appointment

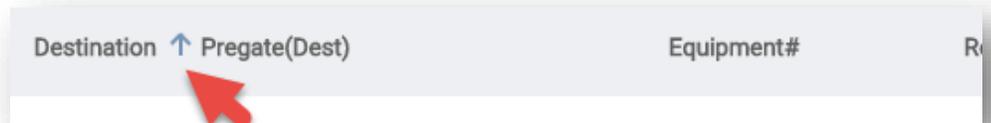
Use the left side menu to navigate to the Pregate Visit screen. Using the filters, search for the pregate you need to change. Then use the Action drop-down menu to make the change.

Ticket	Status	Fees Due	Fees Paid	Line	Visit Date	Slot	Move Type	Unit #	Ref #	Visit Created	Action
B58-0923-47423	ERROR	--	--		09/23/2020	00:00:00 - 23:59:00	DROP EMPTY	TEST887786		09/22/2020 16:29	Action
ETSOAK-0924-05323	CONFIRMED	--	--	ONE	09/24/2020	00:00:00 - 23:59:00	DROP EMPTY	SZLU9516876		09/23/2020 13:39	Action
N/A ITSLB-0923-38371	CONFIRMED	--	--	MOLU	09/23/2020	16:00:00 - 17:00:00	DROP EMPTY	TEST334455		09/22/2020 16:30	Action

Watchlist Tips – Sorting & Custom View

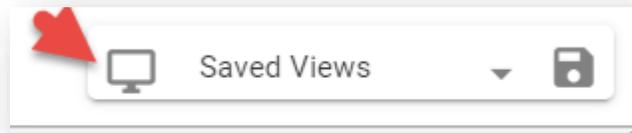
To filter a column

Click on the column header.



Create and save a search

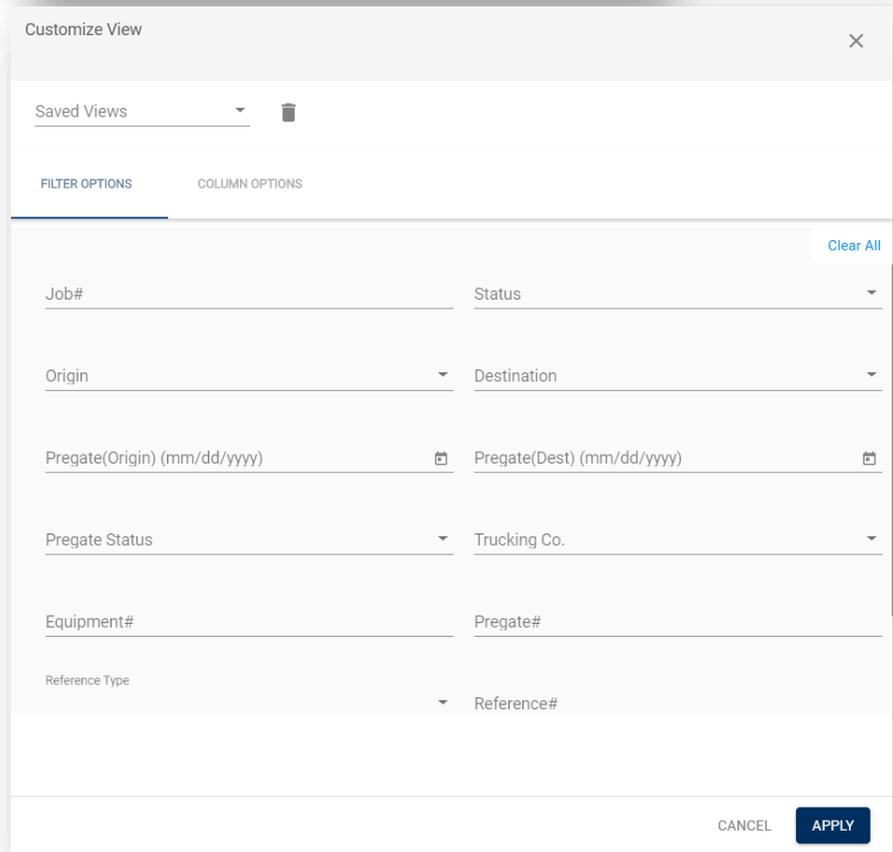
Click the Customized View icon at the top right.



Here you can create a customized view of your watchlist by Booking Number, Container Number, Status, or a wide variety of other fields.

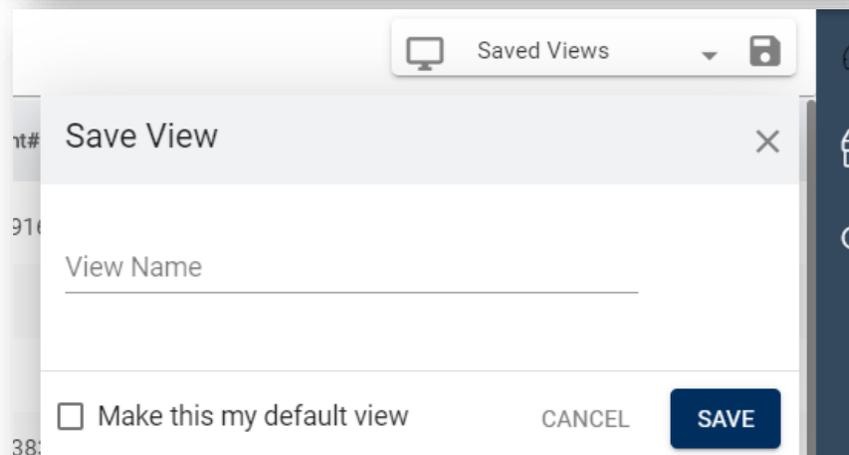
Select the columns you would like to view by selecting the Columns Options tab and checking or unchecking the Column's box. The Column titles can also be dragged to indicate the order in which you would like to see them.

After completing your customized view, select Apply.



If these are criteria you use often, you can save them by selecting the Save icon at the top right. By checking the box, you can also make it your Default View.

Saved searches can be found by clicking the drop-down at the top right.



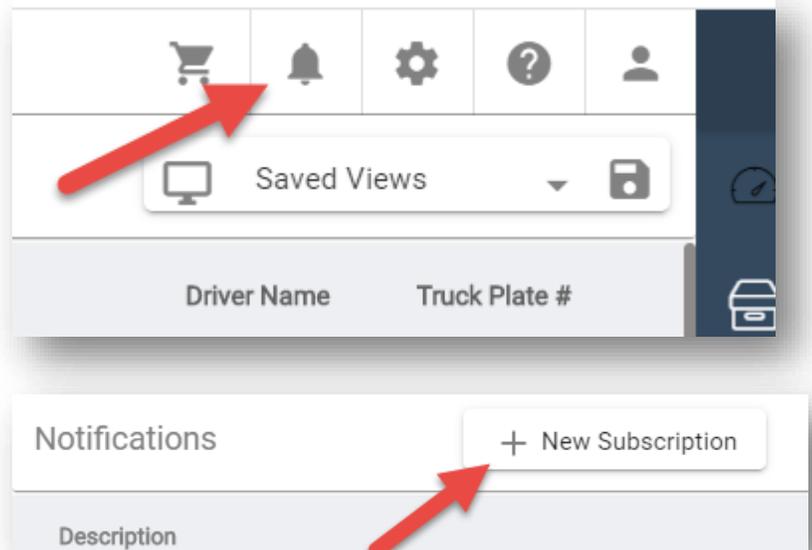
Watchlist Tips Continued

Notifications & Subscriptions

Notifications enable you to manage the email alerts that you or others in your organization get. The Notification functionality enables you to add a subscription based on the functionality you set.

To add a new notification, click on New Subscription and enter the Category and Notification type.

Then enter whether you would like to have it delivered to yourself or others, and the Email Address or Addresses the notification will go to.



Based on the Type and Category you select, you can then create Rules for the notification.

If you would like to add multiple rules, this can be done by clicking the plus sign.

The image shows a 'New Subscription' form. It has a title bar with a close button (X). The form contains the following fields and controls:

- Category**: A dropdown menu.
- Notification type**: A dropdown menu.
- Description**: A text input field.
- Deliver to**: A dropdown menu currently set to 'Me'.
- Email Address**: A text input field containing 'acmetrucking2020@gmail.com' with a remove button (X).
- Rules**: A section with a '+ Add New Rule' button.
- Buttons**: 'Cancel' and 'SUBMIT' buttons at the bottom right.

Pay A Fee

In the right-side columns of the Containers Watchlist, you will find fees that have been paid and fees that are due.

If you click on the icon to the right of the Fee Due amount, you will see specific information about the fees, including a breakdown of the fees and the total amount.

To pay a specific fee, click on the cart to the right of the fee or click Add All To Cart to pay all fees that are due.

Navigate to the cart at the top of the window and select Payment Cart to be brought to the Payment Center. The fees you selected will be listed in the Cart Summary.

To pay the fee, navigate to the right side and use the drop down to select your Payment Source.

Click Proceed to Checkout. You will be brought to the Purchase Confirmation page.

At the top left of this page is a free-form box you can use to add in reference information specific to your company.

You will then select that you agree to the terms and click Complete Purchase.

Once the purchase is complete, you will be provided with a purchase receipt.

The screenshot shows a table with columns: Vessel Code, Voyage, Size Type, Fee Paid, and Fee Due. A modal popup is open over the table, displaying the following information:

Item	Description	Amount
Current Balance For	03/24/2020	Last Free Date 02/04/2020 23:59
Demurrage (03/24/2020)		\$8,300.00
Demurrage Day 1 (03/25/2020)		\$8,475.00
Total		\$8,300.00
In Cart		\$0.00

Buttons: ADD ALL TO CART

The screenshot shows a navigation menu with options: Payment Cart, Payment Sources, My Purchase History, and Company Purchase History. Below the menu is a table with columns: Voyage, Paid, and Fee Due.

Voyage	Paid	Fee Due
N/A	\$0.00	\$8,300.00
N/A	\$0.00	\$8,300.00
OVB39	20DR	N/A

My Cart (1 items)

NC Container Fees: \$8,475.00

Total: \$8,475.00

* plus applicable shipping and service fees

Company: ACME Logistics INC

Select Payment Source

Select Payment Source

Add New Card/Bank Account

Proceed to Checkout

Confirm Purchase

Your Reference: [input field]

Your Memo: [input field]

Summary

My Cart (1 items)

NC Container Fees: \$8,475.00

Total: \$8,475.00

Review the purchase details and click "Complete Purchase" at the bottom of this page.

Payment Funding

\$8,475.00 [input field] Test Rowed

Item	Description	Amount
NC Container Fees	DFSJ432917 Demurrage Through 2020-03-25	\$8,475.00

Card Terms of Use (click to expand)

I Agree/Acknowledge

return to cart Complete Purchase